

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Mental Retardation and Developmental Disabilities Administration

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Administration or Office: Mental Retardation and Developmental Disabilities Administration	Policy Number: MRDDA 14.5
Responsible Program or Office: Deputy Administrator for Administration	Number of Pages: Two (2)
Date of Approval by the Director:	Number of Attachments:
Effective Date:	Expiration Date, if Any:
Supersedes Policy Dated:	
Cross References and Related Policies:	
Subject: Direct Payment Policy	

1. PURPOSE

The purpose of this policy is to establish the standards and procedures that govern direct payments for MRDDA's consumer goods or services.

2. APPLICABILITY

This policy applies to all MRDDA employees of the Contracts and Procurement Unit.

3. AUTHORITY

The authority and functions of DHS as set forth in sections III (U) and III (V) of Reorganization Plan No. 3 of 1986, effective January 3, 1987; Financial Administrative Issuance: District of Columbia Financial Management and Control Order No. 05-002- Revised October 17, 2005; Office of the Chief Financial Officer Directives and Procedures; The Procurement Act of 1985, as amended DC Official Code § 2-301.01 seq; and the Anti-Deficiency Act.

4. DEFINITIONS

Anti-Deficiency Act – The D.C. Law which mandates that “no government officer or employee may authorize or create an obligation in excess of funds available or in advance of appropriations.”

Appropriated funding - The Budget that has been approved by Congress and financed by general District Revenues and the Federal payment to the District.

Direct Payment - Payments that are made to vendors for emergency service, equipment and support to individuals served through MRDDA's service delivery system.

Encumbrance – Funds committed for the payment of goods and services ordered but not yet received.

Expenditure – A payment to the vendor for delivery of goods or services.

Provider/Vendor – A seller of goods or services.

5. **POLICY**

It is the policy of MRDDA to ensure that direct payments for consumer goods and services are made only when appropriate funds are available and/or when an encumbrance cannot be made for that service consistent with District and Federal Laws.

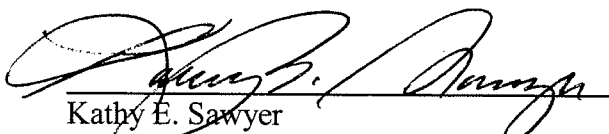
6. **RESPONSIBILITY**

The responsibility for this policy is vested in the MRDDA Administrator, and the implementation of this policy is the responsibility of the Deputy Administrator for Administration.

7. **STANDARDS**

In order to ensure compliance with this policy MRDDA has adopted the following standards:

- A. Develop operational procedures that govern direct payment for consumer goods and services rendered without an encumbrance.
- B. Establish protocols for payment of medical bills through the MRDDA Service Authorization Unit.
- C. Establish MRDDA's Service Authorization Unit as the agency's unit responsible for payment of all medical bills pertaining to individuals receiving services as part of the MRDDA service delivery system.
- D. Develop procedures for processing invoices that meet the Financial Administrative issuance (e.g. copy of court order/judgment).
- E. Establish protocols for completing a Certificate of Service form, identifying appropriated funds in accordance with the Anti-Deficiency Act, and adhering to all criteria as set forth by the Office the Chief Financial Officer (OCFO) for disbursement of an expenditure.


Kathy E. Sawyer
Interim Administrator

10/10/06
Date